

Free Conference Calling

Free Web Conferencing/Audio Recording

Free Conference Calling is a free web tool that allows you to record between 5 and 500 persons at any one time. Once you have recorded the call you have the option of:

- Storing it to Free Conference Calling's website
- Linking to it with the URL provided
- Downloading the recording as an MP3 file and saving it as you wish

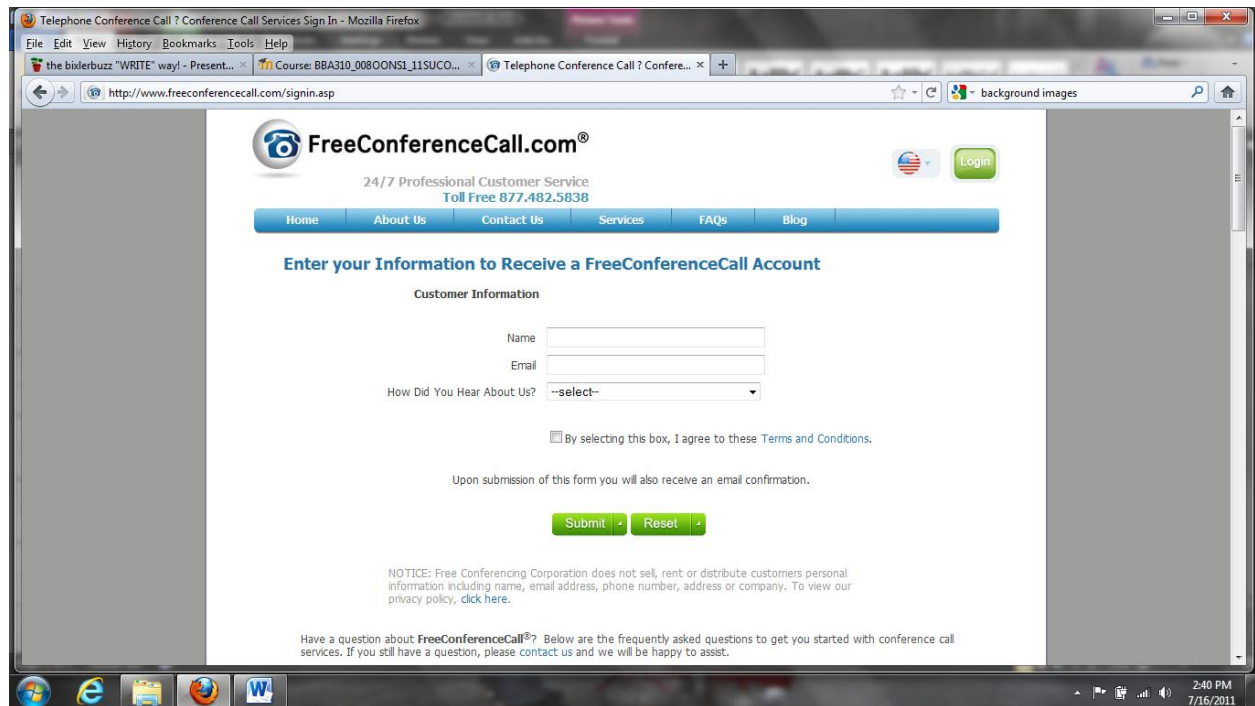
Utilize this tool to enhance your course with:

- audio directions
- audio analysis for subject matter
- group discussions that can be asynchronous.

To begin you need to register and create an account at <http://www.freeconferencecalling.com/>



Once you enter the initial interface you will want to register under the free sign up box



The screenshot shows a web browser window with the address bar displaying <http://www.freeconferencecall.com/signin.asp>. The page features the FreeConferenceCall.com logo and a navigation menu with links: Home, About Us, Contact Us, Services, FAQs, and Blog. A prominent heading reads "Enter your Information to Receive a FreeConferenceCall Account". Below this, the "Customer Information" section contains input fields for "Name" and "Email", and a dropdown menu for "How Did You Hear About Us?". A checkbox for "I agree to these Terms and Conditions" is present, along with a note about email confirmation upon submission. At the bottom of the form are "Submit" and "Reset" buttons. A notice at the bottom states: "NOTICE: Free Conferencing Corporation does not sell, rent or distribute customers personal information including name, email address, phone number, address or company. To view our privacy policy, click here." The Windows taskbar at the bottom shows the time as 2:40 PM on 7/16/2011.

Once you enter your Name and Email Address the next screen will prompt you with an update stating that your account is now created, active, and available in 5 minutes. You will receive an email to verify your account. Within that email is valuable information regarding your dial-in information, host information, and invitee information. It will also provide prompts on how to save your conference calls.

To be able to make any conference call you will need these three sets of numbers found in your verification email or in your account when you sign in:

Conference Dial in #:

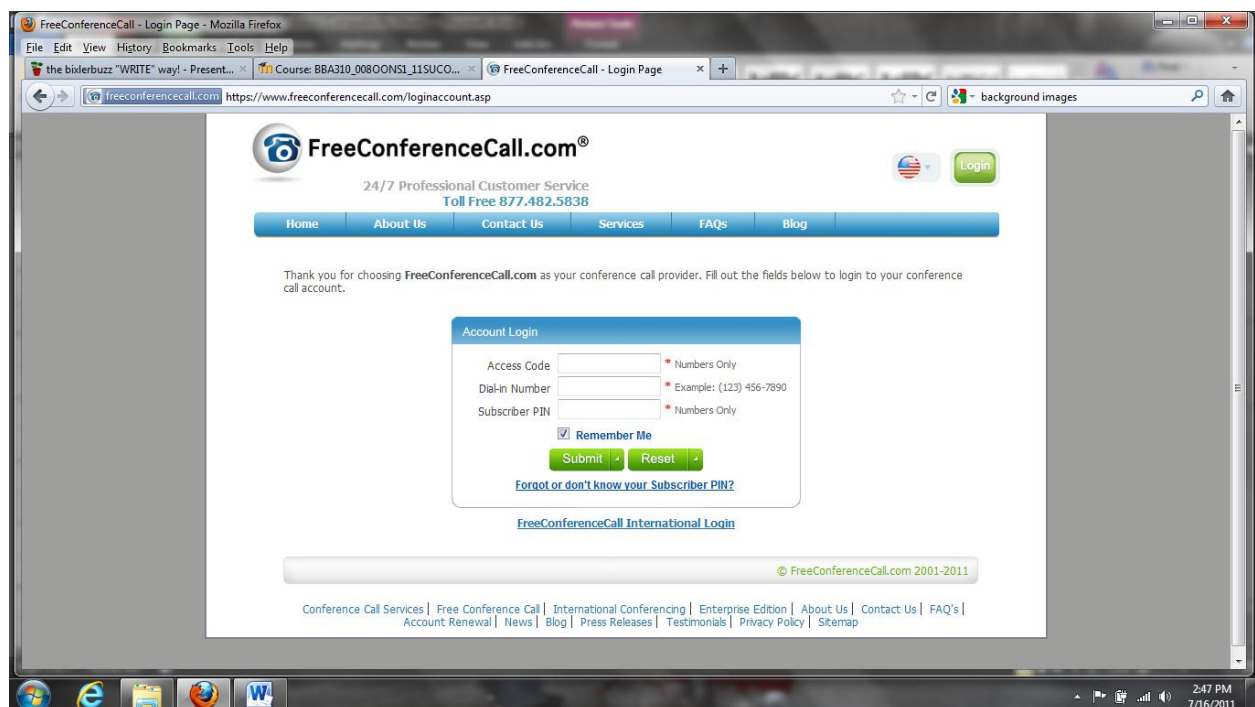
- It will vary for each account participant
- A long distance number
- The number used to call in for any invitees to a conference call

Conference Code #:

- This number is used to access your account
- This is the number that you provide participants for use to call in and access the conference call.

Host Code#:

- This number should only be known by you, and is used to log into your account in coordination with your bridge #
- This is also used to allow you access to privileges and control over the conference call.

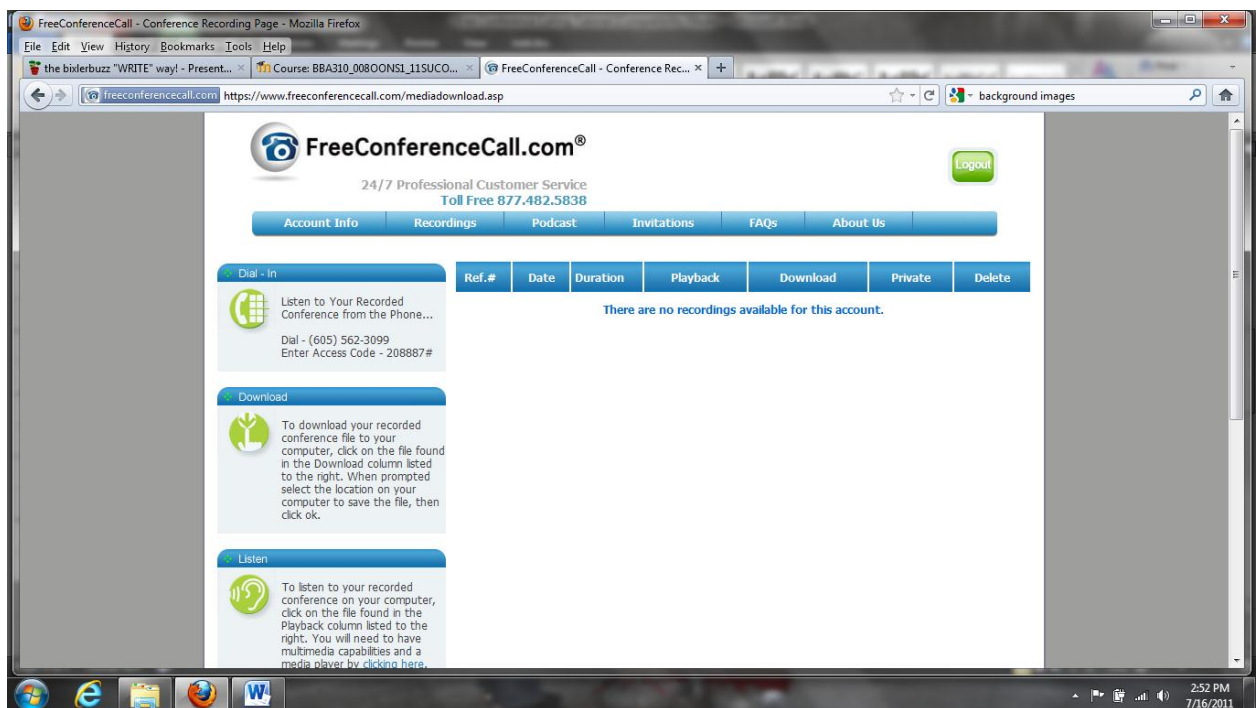


Once the account is activated, you can begin to record conference calls, or just single audio clips to be utilized in your course.

1. You begin by dialing your **Conference Dial in #** provided when you signed in, which is also sent to the email account you registered with.
2. When the voice prompts enter your **Conference Code #**.

3. Next, as the moderator you will enter your **Host Code**.
4. To record your call:
 - Press the number **9** key and then the ***** key on your phone
 - You will then hear an automated voice letting you know that the call is being recorded
 - When you are finished push the number 9 key and ***** key on your phone again and the call will be published to your account
5. If you would like to utilize the feature for others to call in on a conference call, simply provide them with the date and time of the call, the **Conference Dial in #**, and **Conference Code#**.

To access your recording go back to www.freeconferencecalling.com you will need to sign in using your **Conference Code #** and **Host Code #**. Click the **log in** and enter the information.



You can create an MP3 of your recording, which can be placed on iTunes or embedded in your site, for later review.